

# HUMAN RESOURCES POLICY MANUAL

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# Letter of Promulgation

## Policy

RCMSAR will develop and maintain policies to create a common understanding of our aims and standards.

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## Reason for Policy

A formal process for policy development, maintenance and revision promotes consistent practice in policy matters and encourages broad input and effective communications.

Accessible and understandable policies lead to a common understanding of RCMSAR's mission, values, expectations, and operational standards to support our mandate.

Comprehensive policies provide a reference for best practices that increase safety, reduce risk to the organization, promote financial responsibility, and create a rewarding work environment for all personnel.

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## Guidelines

RCMSAR will maintain a Policy Manual available online and at RCMSAR HQ. The printed Policy Manual at RCMSAR HQ shall be the official version.


Unless otherwise stated these policies apply to all members of RCMSAR. For the purpose of these policies a member is defined as a volunteer or employee.

Policies may be added, amended, or rescinded from time to time to reflect best practices or new developments.

Policy changes may be proposed to the Chief Executive Officer by any member of RCMSAR.

Policies will be reviewed and approved by the Chief Executive Officer.

Bill Riggs  
CEO  
01 December, 2020

	<b>POLICY</b>	
	<b>HR-100 Privacy</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	January 08, 2014	December 8, 2020

## Policy

RCMSAR shall protect the privacy of individuals who provide personal information to the organization and complies with Canada's *Personal Information Protection and Electronic Documents Act* and other applicable legislation. Further, this privacy policy outlines the principles and practices we will follow in protecting our members' and donors' personal information.

## Reason for Policy

RCMSAR is required by law and our values to protect the privacy of our members and those we serve. The privacy policy complies with *Canada's Personal Information Protection and Electronic Documents Act* (PIPEDA) and other applicable legislation.

## Definitions

**Personal Information** – information includes, but is not limited to, information relating to identity, age, address, phone number, e-mail address, date of birth, marital status, income, education, donation history and place of work. Personal information does not include contact information (described below).

**Contact information** – means information that would enable an individual to be contacted at their home or a place of business and includes name, position name or title, home or business telephone number, home or business address, personal or business email or business fax number. Contact information is not covered by this policy or the *Personal Information Protection Act* (PIPA).

**Database** – a repository of data organized especially for rapid search and retrieval.

**Member** – is defined to include all RCMSAR employees and volunteers.

**Privacy Officer** – means the individual designated responsibility for ensuring that Royal Canadian Marine Search and Rescue complies with this policy and PIPA.

## Guidelines

### 1. Collecting Personal Information

- a) Unless the purposes for collecting personal information are obvious and members and donors voluntarily provides his or her personal information for those purposes, we will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection.
  - Personal information may be stored on the Search and Rescue Management System (SMS), RCMSAR vessel logbooks, RCMSAR donor database and such other places as required by RCMSAR.
- b) We will only collect member or donor information that is necessary to fulfill the following purposes:
  - To perform operations or for administrative purposes;
  - To verify member or donor identity;
  - To deliver requested training or other services;
  - To guarantee a travel or hotel reservation for members;
  - To identify member and donor communication preferences;
  - To contact our members and donors for fundraising and/or processing donations;
  - To deliver members and donors annual reports, newsletters and other impact reports;
  - To provide member services and donor support;
  - To meet regulatory and legal requirements
- c) Individuals Involved in Search and Rescue Incidents:
  - People involved in search and rescue incidents may be asked for personal information by RCMSAR crews for purpose of recording the particulars of an incident. This may include such persons as, those assisted by RCMSAR, witnesses, persons reporting an incident, a master of vessel in need of assistance, members of other SAR agencies and a master of a vessel of opportunity.
  - Any information collected from an individual involved in a search and rescue incident may only be used by RCMSAR for operations and administrative purposes.
  - This personal information may be stored on the Search and Rescue Management System (SMS), the RCMSAR vessel logbook and such other places as required by RCMSAR.

### 2. Consent

- a) We will obtain members' and donors' consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).
- b) Consent can be provided orally, in writing, electronically or through an authorized representative or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the member or donor voluntarily provides personal information for that purpose.
  - Express consent refers to a person who has given RCMSAR explicit permission to collect, use and store personal information either verbally or in writing.

- Implied consent occurs when a member or donor is given notice and a reasonable opportunity to opt-out of his or her personal information being used for mail-outs, fundraising and the member or donor does not opt-out.
- c) Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), members and donors can withhold or withdraw their consent for the Royal Canadian Marine Search and Rescue to use their personal information in certain ways. A member's or donor's decision to withhold or withdraw their consent to certain uses of personal information may restrict our ability to provide a particular service or product. If so, we will explain the situation to assist members and donors in making the decision.
- d) We may collect, use or disclose personal information without the member's or donor's knowledge or consent in the following limited circumstances:
  - When the collection, use or disclosure of personal information is permitted or required by law;
  - In an emergency that threatens an individual's life, health, or personal security;
  - When the personal information is available from a public source (e.g., a telephone directory);
  - When we require legal advice from a lawyer;
  - To protect ourselves from fraud;
  - To investigate an anticipated breach of an agreement or a contravention of law;
  - When personal information is collected by observation at a performance, a sports meet or a similar event
    - at which the individual voluntarily appears, and
    - that is open to the public
  - When the use is necessary to determine suitability
    - to receive an honour, award or similar benefit, or
    - to be selected for an athletic purpose

### 3. Using and Disclosing Personal Information

- a) We will only use or disclose members' and donors' personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes.
- b) Personal information may be disclosed to RCMSAR members that need access to the information in the performance of their duties.
- c) We will not use or disclose members and donors personal information for any additional purpose unless we obtain consent to do so.
- d) However, there may be cases where RCMSAR is required to disclose personal information to a third parties such as Coast Guard, medical data captured for Emergency Management Services, insurers, law enforcement or other regulatory entities. In all such cases RCMSAR will provide only the information that is required and shall ensure that the organization requesting the information has a legitimate need and the safeguards required to protect such information are in place.
- e) We will not sell member to donor lists or personal information to other parties unless we have consent to do so.

4. Retaining Personal Information
  - a) If we use member and donor personal information to make a decision that directly affects the member and donor, we will retain that personal information for at least one year so that the member and donor has a reasonable opportunity to request access to it.
  - b) Subject to policy 4a) we will retain member and donor personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.
5. Ensuring Accuracy of Personal Information
  - a) We will make reasonable efforts to ensure that members' and donors' personal information is accurate and complete where it may be used to make a decision about the members and donors.
  - b) Members and donors may request correction to their personal information in order to ensure its accuracy and completeness. A request to correct personal information must be made in writing and provide sufficient detail to identify the personal information and the correction being sought.
  - c) A request to correct personal information should be forwarded to the Privacy Officer.
  - d) If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members' and donors' correction request in the file.
6. Securing Personal Information
  - a) We are committed to ensuring the security of members and donors personal information in order to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks.
  - b) The following security measures will be followed to ensure that members and donors personal information is appropriately protected:
    - Access to the Search and Rescue Management System (SMS) or RCMSAR vessel logbooks is assigned to active RCMSAR members or employees only that requires a username and password.
    - Access to donor data is restricted to only employees who are responsible for connecting with donors, processing donations and financial reporting.
    - Physical copies of donors' financial information are locked in a filing in cabinet within a locked office accessed by employees responsible for processing donations.
    - A donor's personal information and donation data is regularly backed up on multiple servers housed within Canada and all data is encrypted and sent to the server so that no one can intercept passwords, contact or donation information.
  - c) We will use appropriate security measures when destroying member and donor personal information such as shredding documents and deleting electronically stored information when the information is no longer required or at the request of a member or donor.
  - d) We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

7. Providing Members and Donors Access to Personal Information

Members and donors have a right to access their personal information, subject to limited exceptions such as whether:

- a) the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
  - b) the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
  - c) the disclosure would reveal personal information about another individual;
  - d) the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.
- A request to access personal information must be made in writing and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the Privacy Officer.
  - Upon request, we will also tell members and donors how we use their personal information and to whom it has been disclosed if applicable.
  - We will make the requested information available within 30 business days, or provide written notice of an extension where additional time is required to fulfill the request.
  - If a request is refused in full or in part, we will notify the members and donors in writing, providing the reasons for refusal and the recourse available to the members and donors.

8. Questions and Complaints: The Role of the Privacy Officer or designated individual

- a) The Privacy Officer is responsible for ensuring Royal Canadian Marine Search and Rescue compliance with this policy and the *Personal Information Protection Act*.
- b) Members and Donors should direct any complaints, concerns or questions regarding Royal Canadian Marine Search and Rescue's compliance in writing to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the members and donors may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for Royal Canadian Marine Search and Rescue Privacy Officer:

Jineane Eason


Royal Canadian Marine Search and Rescue

6040 East Sooke Rd

Sooke BC V9Z 0Z7

Phone: 778-352-1780 ext. 5

Email: [jineane.eason@rcmsar.com](mailto:jineane.eason@rcmsar.com)

	<b>POLICY</b>	
	<b>HR-101 Respectful Workplace</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	February 07, 2002	December 1, 2020

## Policy

RCMSAR believes that all persons should be treated with respect and dignity. To that end RCMSAR will not tolerate any form of discrimination, bullying or harassment involving any members of the organization or those with whom we interact.

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## Reason for Policy

This policy sets out the acceptable behaviour required of all members of RCMSAR.

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## Definitions

**Bullying** - repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress, humiliation, intimidation, and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

**Discrimination** - a distinction, whether intentional or not, that is based on personal characteristics of an individual or group (including, but is not limited to, discrimination or harassment based on race, ancestry, place of origin, colour, ethnicity, religious beliefs, sex, sexual orientation, age, marital status, family status, disability, and other protected grounds named in the applicable human rights legislation), which has the effect of:

- Imposing burdens, obligations, or disadvantages on an individual or group not imposed on others; or
- Withholding or limiting access to opportunities, benefits and advantages available to others.

Without restricting the meaning of these words, discrimination could include but is not limited to:

- Denying membership or personal advancement to individuals based on any of the protected grounds outlined in the applicable human rights legislation; or
- Failing to accommodate an employee or member as required

**Personal Harassment** – any vexatious conduct or communication directed at an individual that is known or ought reasonably to be known as unwelcome or would cause offense. This includes any actions, gestures, or comments that negatively affect a person's dignity or psychological or physical integrity.

Examples include but are not limited to:

- Offensive or degrading language.
- Practical jokes and ridicule.
- Written, graphic material or displays that suggest hostility toward an individual or group.
- Derogatory comments.
- Disrespectful, rude, demeaning, or bullying behaviour.
- Vexatious behaviour in the form of repeated conduct, verbal comments, actions or gestures which are hostile or unwanted.

**Sexual Harassment** – is disrespectful/disruptive conduct of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome; or an expressed or implied promise of a reward for complying with a request of a sexual nature; or an expressed or implied threat of reprisal for refusal to comply with such a request; or disrespectful/disruptive conduct of a sexual nature which is intended or reasonably would be known to create an intimidating, hostile or offensive environment.

*Examples of Sexual Harassment include, but are not limited to:*

- Verbal abuse or threats of a sexual nature.
- Unwelcome remarks, jokes, innuendoes or taunting of a sexual nature.
- Displaying of pornographic or otherwise offensive pictures.
- Unwelcome and/or repeated sexual invitations or requests.
- Leering or other inappropriate sexual oriented gestures.
- Unnecessary physical contact such as: touching, patting or pinching.
- Sexual assault (this may also be a criminal matter).
- Negative comments that are gender-based; and
- Repeated behaviour that a person has objections to and is known or should reasonably be known to the offender as being unwelcome.

**Respectful Conduct** – involves courtesy, civility, consideration, and compassion. It is an approach which actively respects individuals by avoiding unnecessary behaviours which would have a negative impact on them. It involves taking responsibility for one's behaviour/conduct in the workplace.

A workplace disagreement or difference of opinion is not by definition disrespectful. The way a disagreement is described, discussed or resolved will determine whether the conduct is respectful.

**Member** - includes both employees and volunteers.

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## Guidelines

1. This policy applies to all members of RCMSAR. Protection against bullying, discrimination and harassment extends to incidents occurring at or away from RCMSAR activities, provided the acts are committed within the course of the organizational relationship.

### Responsibilities

2. All members of RCMSAR have the right to be treated with respect and enjoy a safe work environment free of harassment, discrimination, or bullying. Therefore, RCMSAR will not tolerate any behaviour by members, or others; that
  - a) Creates a threatening, offensive, hostile, or violent environment.
  - b) Discriminates against, harasses, disrupts or interferes with performance.
  - c) Is of a sexual nature causing a negative effect on an individual or their environment.
  - d) Constitutes bullying or psychological harassment; or
  - e) Adversely affects an individual's opportunities within RCMSAR.
3. All members of RCMSAR have:
  - a) The right to a harassment-free work environment.
  - b) The right to be treated with respect.
  - c) The right to fair and equitable treatment.
  - d) The right to express to another individual what is felt to be harassing behaviour.
4. Members have the following responsibilities:
  - a) The responsibility to treat all members, users of our service, and the public with respect.
  - b) The responsibility to speak up when harassment occurs.
  - c) The responsibility to report harassment to the appropriate person; and
  - d) The responsibility to respect confidentiality.
5. Persons in a position of authority, including Board Members, the Chief Executive Officer, Directors and Managers, Station Leaders, Deputy Station Leaders, Training Officers and Coxswains have the responsibility to:
  - a) Report or investigate all complaints; and
  - b) Enforce compliance with the policy and maintain a harassment free work environment.

### Reporting

6. If a member feels that they have experienced harassment, bullying or discrimination or it is present in their work environment they should attempt to resolve it with the perpetrator. However, if the behaviour cannot be remedied informally or that an informal approach is not appropriate, they shall immediately report it to their immediate supervisor or Station Leader.


If not resolved at this level or if the concern involves a supervisor or Station Leader the matter shall be reported to in writing to the Manager, Human Resources.

7. Regardless of the level at which a case is reported, all cases shall be thoroughly investigated in a confidential, unbiased, and timely manner.

#### Resolution

8. Resolution of a complaint may take several forms.
  - a) *Informal Procedure*: This procedure consists of a discussion between individuals with or without the assistance of somebody within the organization who can act as an intervener. This procedure does not involve an investigation or report, but rather allows for an informal resolution between the individuals.
  - b) *Mediation*: The procedure involves a neutral third party who is willing to discuss the situation with all the individuals involved and help them settle it on their own agreed-upon terms. This will only occur with the involvement of the Manager Human Resources.
  - c) *Formal Procedures*: In this case, an investigation will be conducted, and corrective actions will be taken, or remedies made, as the situation requires. A formal investigation must be overseen or undertaken by the Manager, Human resources.
9. If a member of RCMSAR is found guilty of harassment, bullying or discrimination a course of action (including disciplinary action up to and including the termination of employment or member role) will be recommended by the Manager, Human Resources in consultation with the appropriate organization lead.

Disciplinary action may be appealed by submitting a request to the Chief Executive Officer within 10 days of the imposition of the discipline.
10. Unsubstantiated Complaints – Where there is insufficient evidence to support an allegation there has been no misuse of the policy or bad faith in raising the complaint no action will be taken in relation to the complaint.
11. Retaliation against any person involved in an informal or formal resolution process shall be considered an independent violation of this policy.

	<b>POLICY</b>	
	<b>HR-102 Safe Reporting</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	January 30, 2008	December 1, 2020

## Policy

RCMSAR expects all members to report real or suspected wrongdoing to a person in authority or, if appropriate the Manager of Human Resources.

## Reason for Policy

The purpose of this policy is to establish a process that allows individuals to bring forward information, in good faith, concerning allegations of wrongdoing, without fear of reprisal or retaliation.

## Guidelines

**Scope:** this policy applies to all individuals associated with RCMSAR collectively defined as persons. Persons includes:

- members as defined in under definitions in HR100
- providers of goods and services to RCMSAR
- donors and other supporters
- partners such as CCG, and other regions of CCGA

### Definition(s):

**Safe Reporting:** Reporting of alleged/perceived wrongdoing that has occurred or is occurring in the organization

**Wrongdoing:** Behaviour that can encompass wrongdoing can include acts that are unlawful, unethical, corrupt or a danger to health and safety. They can encompass misuse of organizational funds or resources, a lack of compliance with RCMSAR policies, procedures, financial controls, and contractual obligations or reflect a real or perceived conflict of interest.

**Good Faith:** All reports under this policy must be made in good faith and based on reasonable grounds. they must not be intentionally false, misleading, or malicious.

**False or Malicious Allegations:** Where it is determined that a person's report was made in bad faith or with malicious intent, action will be taken including disciplinary action up to and including termination of services.

**Safe Reporting Protection:** RCMSAR will not allow any direct or indirect harassment, retaliation, or reprisal against a person who in good faith reports a wrongdoing.

## **Procedure**

A person alleging a wrongdoing may file a written and confidential report with a member of the management team or directly to the CEO.

Upon receipt of a report, the merits of the allegation will be assessed and discussed with the person making the report by the person to whom the report was filed with. The CEO will be made aware of all such allegations by the management person receiving the report.

The merit assessment may give rise to any or all of actions listed:

- no further action being taken
- a need for the revision of existing standards, practices, or controls
- counselling or training for those accused
- a formal investigation

Should a formal investigation be required the following will occur.


- it will be confidential and conducted utilizing Terms of Reference signed by the CEO
- it will be assigned to the Manager, Human Resources, or an external resource
- an external resource required to investigate, or assist may only be assigned by the CEO.
- it will be completed within 45 days unless an extension is granted by the convening authority
- a report of the findings resulting from the investigation will be prepared and provided to the CEO for a final decision on actions to be taken

If the matter involves the CEO, or a member of the Board, then the steps listed above taken shall be under the authority of the Board Chair.

Where the investigation substantiates the allegations of culpable conduct or wrongdoing corrective action will be taken as promptly as possible. The specific action taken in any case will depend on the nature and gravity of the matter. Where appropriate, the person(s) responsible could be disciplined, up to and including the termination of their services, or the termination of the person's relationship with RCMSAR.

Following an investigation, the person who reported the wrongdoing will be advised whether their allegation was supported. They will not be advised however of the nature or quantum of corrective measure taken.

The CEO or if required, the Board Chair, will determine if the facts as established by the investigation will be made known to any outside agency including known to the appropriate law enforcement agency and whether legal proceedings will be commenced against the perpetrator.

	<b>POLICY</b>	
	<b>HR-103 Conflict of Interest</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	August 14, 2002	December 1, 2020

## Policy

All members shall avoid any conflicts of interest or perceived conflict of interest that would impair the operations of RCMSAR or the organization into disrepute.

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## Reason for Policy

The high level of public support and respect that RCMSAR enjoys results not only from the recognition of its humanitarian mission, but from the high degree of integrity, objectivity, and professionalism of RCMSAR members. The purpose of this policy is to ensure that personnel act in the best interest of RCMSAR.

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## Definitions

**Member** – includes employees and volunteers.

**Conflict of interest:** A conflict or perception of a conflict exists where an individual, or member of their family or close associate or the organization he/she represents or has an interest in, either direct or indirect, that compete or conflict with the interests of RCMSAR. This conflict or perception also exists in the situations described above if an individual can benefit from actions taken or decisions made or influenced by them.

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## Guidelines

### Performance of duties

Members must immediately declare any conflict or potential conflict of interest.

A member may not vote on, or participate in, any discussion about a resolution to approve an agreement or decision in which he/she has an interest where there is known or potential conflict of interest.

A member must not approve and/or sign off any document, financial or otherwise, where there is a known potential conflict of interest.


Where an individual is in doubt as to whether a conflict exists or may exist, they are to discuss the situation with their station leader, the Manager Human Resources, or the CEO.

However, in general guidance, members in performance of their duties, must not without full disclosure, and authorization:

1. Use their involvement with RCMSAR for personal gains or the benefits of someone in their immediate circle (e.g. family and friends) including promotion of a member or their business.
2. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of RCMSAR.
3. Utilize any RCMSAR affiliation in connection with the promotion of partisan politics, religious matters, or take positions on any issue not in conformity with the official position of RCMSAR.
4. Place themselves in a position of obligation to persons who might benefit or appear to benefit from special consideration with respect to RCMSAR business.
5. Disclose, discuss, use, take advantage of, benefit or appear to benefit from the use of information not generally available to the public and which has been acquired during their official RCMSAR duties.
6. Communicate with the purpose of personal benefit with the provincial and federal government, or with any elected or appointed municipal, provincial or federal government official in relation to the business of RCMSAR.
7. Assist private entities or persons in their dealings with RCMSAR where this could result in preferential treatment to any person.
8. Misrepresent or misuse their position of authority within RCMSAR in communications or contracts with external parties.

### **Breach of Policy**

Members who fail to comply with these standards shall be subject to such appropriate measures as may be determined by the CEO, up to and including termination of membership or employment.

	<b>POLICY</b>	
	<b>HR-104 Operation of Vehicles and Vessels</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	January 10, 2003	December 1, 2020

## Policy

The operation of any RCMSAR vessels or vehicles and any private motor vehicles used in support of RCMSAR operations is to be carried out in a safe and professional manner. Vehicle and vessel operators are to follow all regulation including those related to being distracted. Persons found to be in contravention of any regulation is responsible for any penalty that is imposed by an outside agency and may be subject to discipline up to and including termination.

## Reason for Policy


For RCMSAR members to be able to perform their taskings, both on the water and ashore, they must operate in a professional manner while complying with all regulations and operational guidance. Operating any vehicle in a dangerous manner or in contravention of prescribed laws may result in a serious incident which could include the loss of life or the inability to respond to a SAR.

This policy is a reminder to all members that RCMSAR does not support or condone the operation of any motor vehicle involved in a SAR response in a fashion what could be dangerous or outside the laws as presented in the British Columbia Motor Vehicle Act.

This policy is a reminder to all crew that operating a vessel in a dangerous, distracted or manner outside regulations is not condoned.

## Guidelines

1. All persons operating a vehicle while participating in an RCMSR event or operation is to comply with the British Columbia Motor Vehicle Act.
2. Electronic devices, other than those required for the safe operation of a vessel or to execute the mission are not to be used while operating a vessel. Amplification to this policy will be provide in Operational SOPs.

	<b>POLICY</b>	
	<b>HR-105 Alcohol and Drug Use by On-Duty Members</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	December 6, 2006	December 1, 2020

## Policy

Members who are involved in a SAR mission or training of any kind conducted by RCMSAR or when on call shall not consume any alcohol, marijuana, or drug (illegal, prescription or non-prescription) that would in any way impair them.

## Reason for Policy

1. Ensure the safety of RCMSAR crews and the public
2. Comply with the law
3. Avoid liability of RCMSAR or its members.

## Guidelines

1. A member shall not consume or use any alcohol or drugs:
  - a) When on duty, during a tasking,, or participating in a training activity.
  - b) In any RCMSAR Facilities, RCMSAR vehicles, station boathouse, training facility or on any dedicated response vessel (DRV). This includes an owner/operator vessel involved in an authorized activity, tasking, or training activity.
  - c) When dressed in distinctive, logoed clothing or safety gear that identifies them to the public as members of RCMSAR. The exception to this requirement is attending official functions where it is recognized that persons in uniform may through custom or tradition consume alcohol such as Remembrance Day.
2. A member shall not undertake any RCMSAR activity when under the influence, however slight, of alcohol, marijuana, or a drug.
3. A member who is on call or on duty and feels they may not be in compliance with this policy **shall** stand down and seek to have another member stand-by until such time as he/she is fully capable of returning to duty.
4. A member noted to have an odour of alcohol on his/her breath is prima facie in contravention of policy and shall immediately stand down or cease the activity.

5. Any member who on reasonable belief detects an odour of alcohol on a member or believes that member may be impaired by alcohol or a drug and about to undertake a RCMSAR activity, shall immediately advise that member and his/her Coxswain. If the activity does not include the Coxswain the matter must be referred to another station leadership position such as the Station Leader, Deputy Station leader or training officer.
6. Alcoholic beverages, marijuana and any illegal drug shall not be brought onto or stored in any RCMSAR Facility, station boathouse, training facility or dedicated response vessel.
7. Contravention of this policy will result in disciplinary action up to and including dismissal from RCMSAR.

It is not the intent of this policy to preclude members from socializing or consuming alcohol. Members must be aware of this policy and exercise appropriate judgement. Simply put, if you commit to being on duty, on call or in RCMSAR distinctive clothing, do not consume alcohol.

	<b>POLICY</b>	
	<b>HR-106 Recruitment of Members</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	December 1, 2020	December 1, 2020

## Policy

Candidates for a station-based membership must be eligible to be a member of RCMSAR.

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## Reason for Policy

To ensure a consistent approach to the recruitment of station-based members.

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## Guidelines

To qualify for membership with RCMSAR a prospective candidate:

- Must have attained the age of 19 or be eligible for Junior Membership
- Be a Canadian citizen or a permanent resident of Canada
- Support the objectives of RCMSAR without commercial or financial gain
- Offer special services desired by the organization
- Must be fit to perform the activities required of their role
- Must complete an application for enrollment
- Must complete a Police Information Check (PIC) complete with a vulnerable sector check (VSC)


In order to be accepted as new crew the following course requirements must be also completed, normally within six months:

- Pleasure Craft Operators Certificate (PCOC)
- Marine First Aid (Basic)
- Restricted Operator Certificate Marine Radio Licence (ROCM)

### Note:

*-Membership becomes effective on the date when all eligibility requirements, have been met and Headquarters issues a membership number.*

*-The Station Leaders Manual is a robust resource on the recruitment and placement process.*

	<b>POLICY</b>	
	<b>HR-107 Probation Period</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	February 6, 2017	December 1, 2020

## Policy

All members joining RCMSAR will be required to serve a probation period.

Station based members will be required to serve a probation period of three (3) calendar months of volunteer time. Volunteer time during this period may include meetings, training, on-water activities and participating in community, station, or Headquarters events.

## Reason for Policy

A probationary period provides the organization with an opportunity to assess and evaluate employees and members to determine if they are suitable for ongoing employment/engagement with RCMSAR. It also provides the employee or volunteer an opportunity to assess their employment or volunteer position with RCMSAR.

## Definitions

Member-includes both employees and volunteers

## Guidelines

The probation period will commence on the day that a membership number is issued to the recruit by HQ.

All members must be assessed in a manner that is not arbitrary, discriminatory or in bad faith against reasonable standards of conduct that are explained to the prospective member.

If there is cause that gives rise to the need for further assessment and evaluation, a probationary period may be extended for an additional two (2) calendar months by the CEO on the recommendation of the approved supervisor/station leader or the Manager Human Resources.

A member who is found unsuitable during the probationary period may be terminated without cause provided that the member was provided with and understood the expectations that would be required of them during the probationary period.

	<b>POLICY</b>	
	<b>HR-108 Police Information Check (PIC)</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	August 21, 2012	December 1, 2020

## Policy

All RCMSAR potential members must provide a current (within the last 6 months) Police Information Check to Headquarters prior to joining the organization.

All members must renew their PIC no later than five years following the prior PIC.

The PIC must include a Vulnerable Sector Check (VSC). Where a PIC is not obtainable for a junior member, a written attestation that the junior member has not been charged must be provided by their parent or guardian.

Members are obligated to disclose any criminal charges or convictions following the initial PIC. Failure to do so may result in disciplinary action up to and including termination of employment or membership.

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## Reason for Policy

This policy mitigates risk to the organization while it protects the public and our members.

As all RCMSAR members have the potential to encounter children or vulnerable adults or have unsupervised access to children or vulnerable adults, therefore a VSC is also required.

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## Definitions

**Member** – includes both employees and volunteers.

**Current** – A PIC issued within the last six calendar months.

## Guidelines

1. RCMSAR requires all persons to undergo a PIC prior to them being engaged as a member.
2. An applicant whose PIC is returned with anything, but a negative result must be interviewed by the Manager, Human Resources (MHR). Letters of reference and personal character references may be requested. Depending on the outcome of the interview, the applicant may be:

- a. Approved for membership
  - b. Approved for conditional membership
  - c. Denied membership to RCMSAR
3. The MHR may require, at any time, that a person renew his/her PIC/VSC.
4. Any member whose regular employment requires them to submit to a PIC/VSC may submit this documentation and if the document meets RCMSAR requirements it shall be considered proof of PIC/VSC.
5. Applicants who can demonstrate they have applied for but have not yet received their PIC may apply to the MHR for permission to attend classroom recruit training, as a non-member. All on water training and tasking is restricted to members who have successfully completed the entire application process.
6. Any person who does not wish to provide a PIC/VSC will be denied membership with RCMSAR.
7. Any member who is inactive more than 6 months must provide a current PIC/VSC.
8. Members are obligated to disclose any criminal charges or convictions following a PIC. Failure to do so may result in termination of employment or membership with RCMSAR.

## **Procedure**

1. When completing the "Consent for Disclosure of Criminal Record Information" form, in hard copy or electronically, the applicant must authorize the police department or RCMP detachment to disclose all information regarding the PIC/VSC to the:

**Manager, Human Resources  
Royal Canadian Marine Search and Rescue  
6040 East Sooke Rd.  
Sooke, B.C. V9Z 0Z7**

2. Applicants must advise their local police when submitting the request that they have applied for an employment or volunteer role with RCMSAR.
3. Upon receipt of the PIC/VSC, the applicant must forward the reply to their supervisor/station leader who will provide a copy to the MHR or designate. Only If the PIC/VSC is accepted by HQ, can the application process move forward.
4. All PIC/VSC forms, interview notes and letters of reference will be securely stored at RCMSAR Headquarters.

	<b>POLICY</b>	
	<b>HR-109 Resignation of Station-based Members</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	July 07, 2001	December 1, 2020

## Policy

Station based members who wish to resign must submit a written resignation to their Station Leader that includes a resignation date. The written resignation must be submitted to the Manager Human Resources.

Where a member has been inactive for (3) three months, without the written approval of the Station Leader, they will be deemed to have resigned.

## Reason for Policy

RCMSAR is a volunteer-run organization and members may find that their commitment to RCMSAR cannot be balanced with the other commitments in their lives.


## Guidelines

A resignation or written approval “in writing” includes a message in writing sent by regular mail, e-mail or by fax.

The Station Leader will forward a copy of the notice of resignation/termination to Headquarters. A copy shall also be retained by the station.

- The resignation will take effect on the date of resignation provided;
- A termination for inactively shall take effect on the first day following three (3) months of unapproved absence.

The resignation will be entered into the SMS by Headquarters. A former member may reapply for membership if they have left RCMSAR in good standing. Such members, except those who have been gone for a period of less than three months, or have written approval for a leave of absence, will be required to complete the full application process for membership including a PIC/VSC.

	<b>POLICY</b>	
	<b>HR-110 Station Leadership Elections</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	March 25, 2013	July 1, 2020

## Policy

The Station Leader (SL) and Deputy Station Leader (DSL) shall be elected every two years. No person may hold these positions for more than two consecutive terms (4 years) without the approval of the Chief Executive Officer (CEO).

## Reason for Policy

This policy is intended to ensure a fair and transparent process for selecting the persons who will fill the station based senior leadership positions. It is critical that all members have opportunity to have input through a democratic process into the selection of their leadership.

## Guidelines


1. Elections for the positions of Station Leader (SL) and Deputy Station Leader (DSL) are to be held every two years normally at a fall meeting of the station. Once completed, the results are to be provided to the Manager Operations.
2. The Manager Operations shall confirm to the CEO that the newly elected SL and DSL are qualified and suitable to assume the positions as per the criteria below.
  - a. Must be in good standing as a member and not under investigation for any alleged breach of policy.
  - b. Demonstrated knowledge of RCMSAR's mission, vision, values and strategic objectives.
  - c. Demonstrated a thorough understanding of the workings of a station and its operations.
  - d. Demonstrated leadership skills either with RCMSAR or with another organization such as an employer or the military.
  - e. Well-developed interpersonal skills, including the ability to communicate effectively verbally and in writing.
  - f. Three years progressive service with RCMSAR at the station level preferred.
3. Once their election is confirmed by the Manager Operations, the newly elected SL shall arrange an orientation meeting with the CEO and the Manager of Operations.
4. The positions of SL and DSL shall not be held by the same member for more than two

consecutive terms. Following a break of two years from both positions a member may again stand for office.

5. The outgoing SL is not eligible to stand for the position of DSL if they have already served two consecutive terms, but may stand for DSL if they have only served one term as SL.
6. The newly elected SL and DSL shall assume office on the first day of the month following the month in which the election took place.
7. Other leadership positions such as the Training Officer, etc. will be appointed by the SL.

### **Election Criteria/Process**

1. Thirty calendar days notice of an election must be given in writing (email will suffice) to all active station members, info the Manager Operations. Meetings can be held electronically via video conferencing.
2. The election process will normally be chaired by an outgoing SL or DSL, who is not standing for office. However, if both are standing for re-election, the Training Officer or other designate will be asked to conduct the election.
3. An election shall only take place when a majority of members in good standing are present. A majority is 50% of the total number of active members of the station. Only active members in good standing are eligible to vote.
4. Active members who are unable to attend can cast a proxy vote which must be in writing and assigned to another member to exercise who must attend the meeting.
5. The Chair will introduce a call for nominations for a position. In the absence of a nomination a call for an expression of interest may be introduced. Once nominations or a call for expressions of interest are closed no more may be brought forward.
6. Nominee(s) will be asked if they accept the nomination.
7. A vote shall be conducted by secret ballot and the votes will be counted by the Chair of the election meeting and two other members selected by the Chair.
8. The member standing for office receiving a simple majority of the votes cast (50% of members voting plus 1) shall be deemed elected and the result announced by the Chair.

	<b>POLICY</b>	
	<b>HR-111 Member Recognition and Awards</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	March 25, 2013	December 1, 2020

## Policy

RCMSAR shall have a process to ensure that deserving members are recognized for exceptional performance and dedication. This may take the form of both internal and external recognition.

Station leadership is an important component in identifying members and are encouraged to participate in this process.

This policy provides the standardized nomination process to be utilized including what levels of approval and endorsement are required.

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## Reasons for Policy

RCMSAR recognizes both the need and value of recognizing its personnel for their achievements and contributions to the organization and their communities. Recognition also has the effect of raising the awareness and profile of RCMSAR.

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## Guidelines

### RCMSAR Awards-Process

On an annual basis, Headquarters will issue to all stations a “Call for Award Nominations”. This will normally occur early in each calendar year.

The call for nominations will include a guide that sets out eligibility criteria, description, and purpose of the award(s), who sponsors the award, a submission template, submission process and a timeline for submission. Nominations cannot be made on behalf of oneself.

Headquarters and Station Leadership will develop nominations for a deserving and eligible candidate or candidates. Submissions must be signed and submitted by the station leader or appropriate HQ director.

Following the closing date for submissions the Manager, Human Resources (MHR) will establish a “Recognition Committee” (Committee) who will be charged with reviewing all submissions to ensure that nominees meet the eligibility criteria, and submissions are complete,

accurate, and well written. The CEO will chair the recognition committee which will consist of the Manager Human Resources, plus one additional director and two station leaders who have not submitted nominations for that calendar year.

In cases where the nomination does not meet the eligibility or is not sufficiently substantiated the CEO may contact the Station Leader making the nomination to discuss the matter and explore alternatives.

Following the review of nominees, the Committee will prepare a submission to the Board seeking endorsement for those nominees being recommended for an award(s). The only exception is the CEO Commendation which is awarded by the CEO.

With regards to external awards, excluding the CCG Awards, a letter of endorsement will be prepared by either the CEO or Board Chair

The letter of endorsement together with the supporting documents will be submitted by Headquarters on behalf of the nominating station to the agency/organization offering the award with copies sent to the Station Leader and put on the nominee's personnel file.

Members receiving an award will normally be recognized at the Annual General Meeting (AGM) of RCMSAR.

## **Stations**

Stations are encouraged to develop station-based programs to acknowledge and recognize the contributions of their members to their station and their community. Recognition can take a variety of forms whether individual (i.e. volunteer of the month) or group (i.e. crew, work party etc.).

Station based programs must be applied in a fair and consistent manner.

It is the responsibility of Stations Leaders to ensure that their members receive their RCMSAR 'service pins', by requesting them from HQ.

	<b>POLICY</b>	
	<b>HR-112 Junior Program</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	August 2, 2016	December 1, 2020

## Policy

Stations may establish a Junior Membership Program subject to the terms of this policy.

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## Reason for Policy

To heighten youth awareness of RCMSAR and more specifically its purpose in order to attract and develop the next generation of volunteer members.

To encourage youth to volunteer in their community.

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## Definitions

### Classes of Junior Members:

- Junior “A”, age 14 to 16
- Junior “B”, age 17 to 18

**Junior Member** - an individual between the age of 14 and 18 who has been selected by a station to participate in a Junior Membership Program that complies with this policy. Upon their 19<sup>th</sup> birthday an individual may be eligible to apply to become a regular member. A complete application process for membership is required.

**Junior Members Program** – a station-based program that models or follows the RCMSAR training structure.

**Two Deep Protocol** – The requirement to have two station members present at all times with Junior Members

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## Rules

Junior A Members may participate in any RCMSAR activity except SAR Operations.

Junior B Members may participate in all RCMSAR activities including SAR Operations.

All Junior Members must complete an application form signed by themselves, their parents or legal guardian and their Station Leader.

The privacy of Junior Members shall be protected. Any photos or videos showing a junior member's identity, face, or identifying marks, will not be posted in any public forum or media such as, but not limited to, the station website, social media or mainstream media unless written permission has been given on the initial application form by the parent or guardian.

Junior Members may not hold station leadership positions or offices. i.e. Coxswain, Station Leader, Training Officer etc.

All station/crew members will be aware of and abide to a "Two Deep Protocol". This requires that a Junior Member must be always in the company of at least two station members.


Prior to introducing a Junior Membership Program, a Station Leader must assess if their station can provide a safe, educational, and supportive program that fully complies with this policy.

It is the responsibility of the Station Leader to ensure that both the Junior Member and the signing parent or legal guardian understand the terms and conditions of the Junior Membership Program. A second signature is required when a junior member reaches their 17<sup>th</sup> birthday from a parent or guardian before that member can deploy on SAR calls.

The Station Leader must notify RCMSAR Headquarters prior to the introduction of a Junior Membership Program.

SAR Operations Guidelines:

- Vessels with a Junior A member(s) on board cannot respond to a SAR tasking.
- Vessel with Junior B member(s) on board who are called to a tasking should consider the severity of the tasking, and appropriateness with regards to any potential lasting impacts on Junior members.

	<b>POLICY</b>	
	<b>HR-113 Professional Relationships</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	February 6, 2017	December, 1 2020

## Policy

RCMSAR is committed to providing a work environment as free as possible from conflicts of interest, favoritism, and exploitation. For this reason, all personnel, consensual romantic relationship are discouraged in situations where one of the parties exercises direct supervision over the other. Should such relationships exist or develop the Station Leader or Manager Human Resources (MHR) is to be made aware. Controls will then be put in place and agreed to by the parties involved.

## Reason for Policy

The purpose of this policy is to prevent misunderstandings, actual or potential conflicts of interest, favoritism or perceptions of favoritism, sexual harassment claims, harm to morale and other issues that may arise due to a romantic relationships between two RCMSAR members. .

## Guidelines

For purposes of this policy, the following terms are defined as follows:

**Consensual Relationship:** Means any dating, romantic, sexual, or marriage relationship willingly undertaken by the parties.

**Direct Supervision:** Includes, but is not limited to, overseeing, directing, examining, grading, advising, supervising, evaluating, recommending, promoting, employing and other actions including direct setting of salary or wages, as well as any disciplinary action including suspension, and termination.

**Personnel/Person/Individual:** All members

### Leadership/Supervisory Hierarchy:


RMCSAR Corporate: Board Members, Chief Executive Officer, Management Team (Director/Manager), Volunteer Management Team, specialists, and non-supervisory staff.

RMCSAR Station(s): Station Leader, Deputy Station Leader, Training Officer, Coxswain, crew, and other volunteers.

For clarity on the water the Coxswain is the person that exercises supervision over all crew and any others who may be on board.

**Relationships Management:**

- a. RMCSAR members are discouraged from consensual relationships with another person whenever one person has direct supervision over the other.
- b. Should a consensual relationship exist prior to the beginning of the period of direct supervision, or develop, or appear likely to develop, the person exercising direct supervision shall immediately report such relationship to his or her immediate supervisor or station leader. If possible, from an operations perspective, steps to avoid and/or terminate the position of direct supervision shall be taken.
- c. Even when no position of direct supervision, an individual who engages in a romantic or sexual relationship with another person must promptly disclose the existence of the relationship to his or her immediate supervisor/station leader if there exists a reasonable possibility that a conflict of interest may arise.
- d. Once the relationship is disclosed, the immediate supervisor/station leader will evaluate the situation to determine whether an actual conflict of interest exists or is likely to arise in consultation with the MHR. A written management plan to address the potential conflict of interest will be developed and agreed to by those involved.

	<b>POLICY</b>	
	<b>HR-115 Discipline of Members</b>	
	<b>Original Date</b>	<b>Revision Date</b>
	July 6, 2019	December 1, 2020

## Policy

A member's work performance and conduct should contribute to advancing RCMSAR's objectives, mission, and reputation.

When a member's performance or conduct is unsatisfactory or fails to meet RCMSAR's expectations, corrective action may be taken using a progressive discipline approach.

## Reason for Policy

The purpose of the policy is to establish a fair and equitable process to manage member performance issues with the goal of correcting the issue.

## Definitions

**Discipline** – a measure or action imposed by RCMSAR to modify a member's unsatisfactory conduct or poor performance and/or to clarify expected conduct or performance.

**Progressive Discipline** – the process of using increasingly severe steps or measures when a member fails to correct a problem after being given a fair and reasonable opportunity to do so.

**Member** – includes both employees and volunteers

**Manager** – an RCMSAR leader that is responsible for the performance of a member. This includes both station-based and Head Quarters leadership positions.

**Termination** - is the severing of the membership and/or employment relationship

## Guidelines

When is discipline warranted?

- If a member is not meeting/fulfilling the requirements of their duties or position
- Failure to comply with legislation, RCMSAR by-laws, policies, procedures or required standards or protocols
- For inappropriate behavior i.e. theft, fraud, insubordination etc.
- For harassment, discrimination, bullying, or aggressive acts towards any member
- For conduct including off duty conduct that has a detrimental effect on the reputation of RCMSAR or the member relationship
- For conduct that erodes trust in a member
- For commission of an offence that results in criminal charges or conviction

**Process:**

RCMSAR has adopted a four-step progressive discipline process.

Having a structured process to set clear expectations and hold members accountable for performance and behavior issues can help ensure a smooth transition in those rare cases where a member needs to be terminated.

In each step of the process, the following should be reviewed with the member:

- a description of the conduct and/or the performance shortfall
- the expectations of the member regarding conduct and performance
- any previous discipline for the same or related conduct
- any supports available to assist the member to correct the behavior
- the consequences of failing to correct the undesired behavior

*Although RCMSAR has adopted a progressive discipline approach a serious offense may result in suspension or termination of membership/employment without having to proceed through the prior steps. In this case the Manager, Human Resources (MHR) must be informed as the circumstances and concur with eliminating any steps.*

**Step 1: Verbal Warning**

The first step in the progressive discipline approach is to merely have a conversation with the member. This conversation is to help the member understand how their performance or conduct must change and the consequence of not changing.

Following the conversation, the manager will document the date, time, content of discussion and the mutually agreed-upon behaviour changes.

**Step 2: Written Warning**

The second step is to have another conversation that is documented and provided to the member in written form. A copy will also be placed on the member's file.

The written warning will include a description of issue that has prompted the warning, RCMSAR's expectation for improvement of the member's behaviour, a description of the consequences if expectations are not met, and the time frame for meeting expectations.

**Step 3: Member Suspension and Improvement Plan**

The third step is suspending the member from their duties for a defined period. During the time away, the member will be directed to develop a plan of action for improved performance.

The intent of this step is to give the member some time to think about the situation and reflect on whether they want to make a sincere effort to improve – and what steps they will take to make that improvement.

When the member returns, the Manager Human Resources will review the plan with the member and adjust as required. A copy of the performance plan will be placed on the member's file.

Failure to develop an improvement plan or comply with it following the manager's review will trigger step four of the process – Termination of Membership/Employment.

**Step 4: Termination of Membership/Employment**

The final step in the process is terminating the membership/employment relationship with RCMSAR.

The Manager HR must be consulted, in advance of such as step, as in many cases they will be involved in any investigative steps that occur.

If the three prior steps are done effectively, the termination should come as no surprise to the member. Further, there will be enough documentation for a successful termination. It is critical that all involved ensure that proper notes are taken, and the steps occur in a fair and

transparent manner. Failure to do so could result in the member seeking a legal or regulatory remedy. For this reason, if at any time the supervisor is unclear as to what steps to take, they are required to seek advice from the Manager, Human resources.

The member will be provided with a written confirmation of their termination, and a copy will be placed on the member's file.


For clarity, a member may be immediately suspended from their duties by an RCMSAR leader if the member's actions or conduct puts a mission or training in jeopardy or the transgression is of a serious nature. The MHR must be immediately informed, and the next step determined in consultation with the MHR.

### **Appeal Process**

Should a member or members disagree with the decision to implement a suspension or affect a termination they can appeal to the Chief Executive Officer (CEO). This must be done in writing and within fourteen days of being informed of the suspension or termination. The CEO will review the information that led to the action and will speak to the individuals involved. A review decision will normally be rendered within fourteen days of the submission of the appeal. In the alternative the CEO may provide the disciplined member with a revised date and the reason for the continuance such as referring the case to an outside expert for input. The CEO is the final level for appeal with RCMSAR.

The CEO can make the following rulings:

1. confirm that the action taken stands; or
2. replace it with the alternate action, or
3. rescind the action taken

	<b>POLICY</b>	
	HR-116 Injury on Duty	
	<b>Original Date</b>	<b>Revision Date</b>
	April 1, 2021	

## Policy

A member/employee who incurs an injury during the performance of their duties must report the injury to their Station Leader (SL)/ immediate supervisor as soon as is reasonably possible.

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## Reason for Policy

4. To ensure the health and safety of the member.
5. To prevent a situation that may impair a mission or result in damage to a vessel or equipment.
6. To ensure that the member/employee, if eligible, receives any benefits available to them.

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## Guidelines

A member/employee who incurs any injury during the performance of their duties must report the injury to their SL/immediate supervisor as soon as is reasonably possible.

### In the case of a station-based member:

- The SL will assist the member in completing an *Injury on Duty* form.
- A copy of the Injury on Duty Form with an Incident Form will be forwarded to the Manager, Operations and placed on the member's file.
- The SL in consultation with the Manager, Operations will decide whether the member needs to stand down until the condition is resolved, be re-assigned until the condition is resolved or can carry on with their duties without restrictions.
- Once the injury has been resolved the member must advise the Station Leader in writing of their intent to return to active duty and when. Said advise shall be provided at least ten calendar days in advance of the contemplated return date.

In the case of an employee:

- The supervisor will complete an on-line *WorkSafeBC form 7*.
- A hard copy of the form 7 will be put on the employee's HR file.
- The supervisor will determine whether the employee needs to leave the workplace, be re-assigned to other duties, work a modified work schedule, or carry on their duties without restrictions.
- An employee must inform their supervisor in writing one of their intent to return to work. Such notice shall be provided ten calendar days prior to the contemplated return date.

**Any member/employee may be required to provide written medical clearance from a health care professional to their SL/immediate supervisor prior to returning to their duties.**

**A form titled Medical Clearance - Return to Service is appended for this purpose.**



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**INJURY on DUTY FORM**

**Member/Employee Information**

Name:	Phone Number:
	Station and Membership #:

**Incident Information**

Date/time of Incident:	Location of Incident:
Reported to:	Nature of injury:
Medical attention rendered (first aid/Dr./hospital):	By whom/where:
Describe how the incident happened:	Describe the injury in detail (what part of the body is injured)
Severity of Injury (Minor or Lost Time):	Witnesses (if any):

**Station Leader / Supervisor (to complete)**

When was this incident reported: \_\_\_\_\_

Was an Incident Investigation Report completed (date)? \_\_\_\_\_

Should Member/Employee:

- Continue with duties: \_\_\_\_\_
- Be stood down: \_\_\_\_\_
- Reassigned to other duties: \_\_\_\_\_

In case of Employee, was WorkSafeBC Form 7 completed? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Member/Employee Signature**


**Date**

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**Station Leader Signature**

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**Date**

	<b>POLICY</b>	
	HR-117 Return to Service	
	<b>Original Date</b>	<b>Revision Date</b>
	April 1 2021	

## Policy

Members that become incapacitated to safely perform their duties as a result of a physical, mental or emotional condition, an accident, injury or addiction must immediately advise their Station Leader and request a leave of absence.

Prior to returning to active service following the above noted conditions or events a member must provide the Station Leader with proof of wellness issued by a health care professional.

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## Reasons for Policy

The purpose of this policy is ensuring that members no longer capable of safely performing their duties are provided with an avenue to take a leave of absence (LOA). The LOA is designed to remove both the risk of further aggravating the members impairment and for the protection of other personnel, vessels and equipment.

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## Definitions

Incapacity-a physical, mental or emotional condition including an accident, injury or addiction that impairs a member's ability to safely carry out the duties required of them.

Member-for the purposes of this policy member refers to Station based personnel.

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## Guidelines

1. A member that can no longer safely perform their duties as a result of an incapacity must immediately perform their Station Leader and request a LOA.
2. The Station Leader upon receipt of a request will grant the member an LOA.
3. The Station Leader will advise the Manager of Operations of the LOA.
4. Throughout the LOA the Stational Leader will periodically check in with the member as to how they are progressing.

5. When a member is fit to return to service the member must provide the Station Leader with proof of wellness to safely resume their duties.
6. The proof of wellness must be provided by a health care professional who has been advised of the nature of the members duties.
7. Should the member be cleared for a return to service the Station Leader will notify the Manager of Operations of same.

**Note: In the absence of acceptable proof of wellness RCMSAR may request the member to undergo an independent medical assessment.**

**Note: To assist with the proof of wellness a member may use the Medical Clearance-Return to Service Form (Attached).**

### Medical Clearance-Return to Service

Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

This is to advise that the above noted individual is a patient of mine. I am aware of their medical history and their current health status.

My patient has given me authorization to release the requested information to Royal Canadian Marine Search and Rescue (RCMSAR).

I am aware:

- that my patient is a volunteer with RCMSAR and
- that the environment and the situations in which they carry out their duties with RCMSAR can be physically and mentally demanding, extremely stressful and can result in both them and other members of the crew being put into potentially high-risk situations.

Given the foregoing, I can attest that my patient **(check the one that applies)**:

\_\_\_ Is medically fit (physically, mentally, emotionally) to perform to their volunteer duties, or

\_\_\_ Is not medically fit (physically, mentally, emotionally) to perform to their volunteer, or

\_\_\_ Is medically fit to perform their volunteer duties under the following limitations:

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Physician Name: \_\_\_\_\_

MSP Practitioner Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_

Patient Signature: \_\_\_\_\_

Date: \_\_\_\_\_

